1. Purpose & Scope

The purpose of this process is to manage the FAP trainees while in civilian GME training.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) SECNAVINST 1520.11 series, d) SECNAVINST 5212.5 series, e) SECNAVINST 1120.12.

3. Definitions

The terms listed below are defined to assist the reader.

3.1 **FAP**: Financial Assistance Program.
3.2 **GME**: Graduate Medical Education.
3.3 **NPC**: Navy Personnel Command.
3.4 **OM**: Medical Corps Professional Programs Directorate.
3.5 **BUMIS:** BUMED Management Information System.
3.6 **CNRC**: Commander, Navy Recruiting Command.
3.7 **PERS-4415**: Medical Department Officers Assignment & Distribution Branch.
3.8 **PPI**: Personal and Professional Information.
3.9 **ICF:** Individual Credentials File.
3.10 **NADDS:** Navy Active Duty Delay for Specialists.

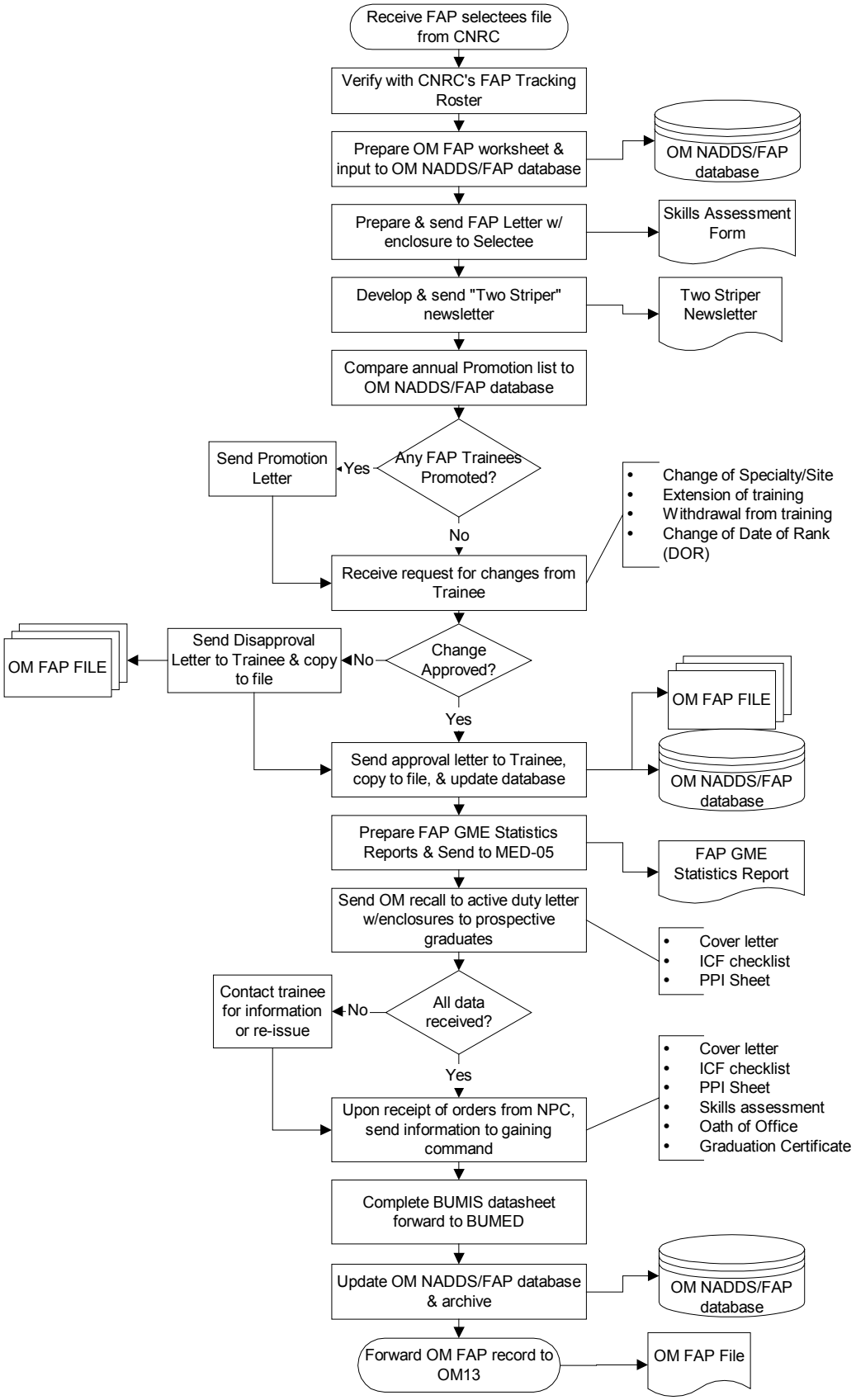
4. Document Review & Concurrence

Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
FAP Program Manager	OM (Process Owner)	Ms. V. Gordon	MCPP Director	OM (Approval Authority)	CAPT T. Miller
FAP Program Assistant	OM	Ms. M. Judkins	MCPP Deputy Director	OM	Ms. H. Gordon

5. Summary of Changes

Version	*Description*	*Date*
01	Initial issue of procedure.	17 MAY 01
02	Clarified flowchart to reflect actual practice and added definition 3.10	30 SEP 01

6. Process Flowchart



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7. Quality Records

Record Name	*Owner*	*Location*	*Indexing*	*Duration*	*Disposition*
OM FAP File	FAP Program Manager	File Cabinet	By: Name	Length of GME deferment	Forward to inactive file & destroy per SECNAVINST 5212.5 series at end of active service

8. Addendum

N/A